

Education Programs Manager

BIST (The Barcelona Institute of Science and Technology) is an institution of scientific cooperation of seven frontier research Catalan centers of high impact: CRG, IBEC, ICFO, ICIQ, ICN2, IFAE, and IRB Barcelona. Its purpose is to gather and multiply the efforts of excellence and impact of the centers that constitute it, to improve their contribution, the knowledge system, and the society that promotes them. It does so by aggregating its critical mass articulating it as a community, by promoting its multidisciplinary scientific cooperation, and by strengthening and boosting its institutional capacity.

www.bist.eu

1. The Role

The **BIST Education Programs Manager** coordinates the outreach and science education activities jointly organised by the seven centres of the BIST Community (not including activities managed individually by each centre).

The BIST is organized in permanent Commissions composed of representatives from each research center, and the BIST Core Team works in close collaboration with them to develop these lines of work. The BIST Education Programs Manager is part of the **Outreach Commission**. This commission might generate new initiatives to engage non-specialised audiences of all ages.

The BIST Education Programs Manager also provides academic and organizational support to the Master of Multidisciplinary Research in Experimental Sciences (MMRES, <https://mmres.bist.eu>), a Master's Programme of the Pompeu Fabra University (UPF) in collaboration with BIST.

2. Requirements

Professional experience

- Responsibility in project management, preferably in an academic and/or scientific setting.
- Experience in similar positions (outreach and graduate programs) is an advantage, but not a requirement.
- The BIST community is strongly international, so experience in research and management in international environments is an asset.

Education

- A postgraduate university degree, preferably in experimental sciences. A doctoral degree will be considered an advantage.

Personal competences

- Fluent in English, Catalan, and Spanish.
- Excellent communication, collaboration, and interpersonal skills.
- Be competent in meeting strict deadlines and working on several projects concurrently, with proactive, flexible, and problem-solving attitude.
- A proactive and creative mindset, with the ability to work independently and as part of a team.
- Capacity to coordinate international collaborations.

Candidates should share BIST's commitment to fostering diversity and excellence in science.

3. Working Conditions

Contract: Full-time contract (37.5 hours/week).

Salary: It will be commensurate with qualifications and pay scales.

Location: BIST offices (Travessera de les Corts, 131, Pavelló Central, Recinte Maternitat, 08028 Barcelona), with remote work opportunities.

Estimated incorporation date: As soon as possible.

The BIST Core Team is organized to respect the work-life balance of its team members.

4. Application

Please send an email with your CV and a cover letter to hr@bist.eu. No other method of application will be accepted.

Applicants must provide at least two references with full contact details from recent, relevant positions. Ideally, one reference should be from the most recent position.

Deadline: Applications may be submitted starting April 1st until April 21st, 2025. However, interviews will be scheduled as applications are received, and the position may be filled before the deadline.